



**City of Brooklyn Employment Opening Notice**  
**Housing Manager**

The City of Brooklyn invites qualified applicants to apply for the position of Housing Manager. There is currently one (1) opening. Interested applicants should submit a cover letter and resume with education and detailed job experience listed. Electronic submissions are encouraged.

**Duties:** Under general direction of the Economic Development Director, the Housing Manager is responsible for developing and implementing the City's housing policy, including, but not limited to, researching and retaining knowledge of home repair grant and loan programs; making residents aware of the programs; conducting research of best practices, programs; data review and basic statistical analysis, authoring summary reports; overseeing the day-to-day permitting and planning processes; management of day-to-day code enforcement activities; leading property tax delinquency outreach efforts; and assisting Building Department staff with Property Maintenance Code enforcement and violation resolution.

**Qualifications:** Bachelor's Degree in Public Administration, Urban Planning, or related field, and experience in managing nuisance abatement procedures, vacant properties, building and zoning code compliance preferred and/or work experience which evidences a thorough knowledge of property maintenance code and inspections. Must possess a valid State of Ohio motor vehicle operator's license.

A cover letter and resume must be submitted to the address below, or received electronically, no later than April 9<sup>th</sup> to be considered. EOE.

Application materials should be submitted to:

Jeremy Rowan, Director of Economic Development & Planning  
City of Brooklyn  
7619 Memphis Avenue  
Brooklyn, Ohio 44144  
jrowan@brooklynohio.gov

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